

## **Monday December 2<sup>nd</sup> 2013**

**a) How are you going to show initiative in your job this week? How are you going to see something to do? How are you going to ask your employer if you can do a task that might not have been asked of you? (This would only happen if you are done the jobs you have been asked to do).**

**This week at my job I am going to show initiative by just getting straight to work when I walk in, when im all done the task's he askes me to do I might approach him and ask him if there are any other things he wants done, if not then I will ask if anything needs to be cleaned or rearranged.**

**b) A new employee has come into your workplace. You are in charge of teaching them the ropes. Your supervisor tells you not to miss anything when teaching the new person but nothing else but that. What are you going to do? List all the steps that you will tell the person about your job. You have to remember to included, safety, work hours, rules and regulations, coffee breaks, start and stop times, etc.... anything that is applicable to your workplace.**

**The first thing I would tell a new employee is that they have to show up at 10 am until 12 noon every Tuesday – Friday. They don't need any specific work clothing just something they don't mind getting dirty. I would then show them how to check the SKU number on a product to make sure it matches the shelf tag, ensuring it is in the right spot. I would take them on a tour of the store and the warehouse's, and the back room that way they would kind of have an idea where things went and also go over safety rules. I would then show them how to fill the nail bins and tell them that each bin only takes 1 bucket of nails and not to over fill things. I would also show them how to check the shelves and the backroom to see if there is any stock they could put onto the shelves that is empty. This job is different every day so each day I would show them different things and get them to ask me if they have any questions about anything. I would show them the cardboard bin and explain how all boxes need to be broken down before putting them into bin.**